

COLUMBIA PROPERTY TRUST, INC.
SPECIAL MEETING OF STOCKHOLDERS
DECEMBER 2, 2021

RULES OF CONDUCT

We welcome you to this Special Meeting of Stockholders of Columbia Property Trust, Inc. The Bylaws of Columbia Property Trust, Inc. provide that the chairman of the meeting may prescribe such rules, regulations and procedures and take such action as, in the discretion of such chairman, are appropriate for the proper conduct of the meeting. The following rules of conduct have been established in order to provide for a fair and informative Special Meeting. We thank you in advance for your cooperation in adhering to these rules.

1. Participation in the Special Meeting is limited to stockholders of record as of October 21, 2021, proxy holders and invited guests. Our meeting will follow local protocols related to COVID-19, as applicable at the time of the meeting.
2. The business of the Special Meeting will be limited to the matters, and taken up, as set forth in the Order of Business.
3. The Special Meeting is not to be used as a forum to present general economic, political or other views that are not directly related to Columbia Property Trust, Inc. or matters properly brought before the Special Meeting in connection with the business of the Special Meeting.
4. Matters of individual concern to a stockholder and not of general concern to all stockholders are not appropriate for discussion at the Special Meeting, and can be discussed with an appropriate representative of Columbia Property Trust, Inc. at the appropriate time following the Special Meeting.
5. The Chairperson of the Meeting will stop discussions otherwise inappropriate or not suitable for the conduct of the Special Meeting as determined by the Chairperson of the Special Meeting in his or her judgment.
6. No special rules relating to parliamentary or meeting procedures apply at the Special Meeting.
7. On matters of conduct or meeting procedure not specifically covered by these Rules of Conduct, the Chairperson of the Meeting has the exclusive authority to make all determinations and rulings. Prior to ruling, the Chairperson of the Meeting may, in his or her discretion, consult with the Corporate Secretary or the Company's legal counsel. The Chairperson of the Meeting will have the sole authority to establish such additional procedures as he or she may reasonably determine.

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